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Executive Registry

65-2004

OFFICE OF THE DIRECTOR

Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Support
Deputy Director/Science & Technology
Inspector General
General Counsel

In reply refer to
Action Memorandum No. A-452

Date 16 April 1965

TO :

Director/Budget, Program Analysis & Manpower
Director/National Intelligence Programs Evaluation
Assistant to the Director for Public Affairs

SUBJECT : Briefing Schedule for Admiral Raborn

REFERENCE:

1. Attached is the preliminary briefing schedule for Admiral Raborn. In order to keep to the schedule as consistently as possible, when changes are made the new briefings will be scheduled at the end. While this will result in some Directorates not being able to go through all of their units consecutively, it will nevertheless insure that all Directorates will at least have some opportunities for presentation to Admiral Raborn during the next two weeks. Mr. Helms will accompany Admiral Raborn on the briefings where possible. In the event that changes in the briefing schedule are necessary, Mrs. [redacted] in Admiral Raborn's office will advise the office of the Deputy Director concerned and [redacted] in Mr. Helms' office. In the event there is any question about the form or circumstances of the briefing, please contact me.

2. To repeat what I said in the Executive Committee meeting of 16 April, please advise the office chiefs that they are allocated one hour for the briefing and that it will be necessary for them to adhere to this schedule. Briefings in greater depth can be arranged for a later date. Where possible, Admiral Raborn would like to be briefed in the office of the component chief, but in the cases of the Domestic Contact Service and the Foreign Broadcast Information Service, the

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Offices of Training, Logistics and Finance, and Technical Services Division and [redacted] it is suggested that the office chiefs come to this building for the briefing at this time and Admiral Raborn can visit the offices at a later date. In the case of National Photographic Interpretation Center, Admiral Raborn will visit [redacted]

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: Mr. McCone
Admiral Raborn
General Carter
Mr. Helms

LBK:drm:rgr:16 Apr 65

Distribution:

Orig & 12 - as above

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Briefing Schedule for Admiral Raborn**Tuesday, 20 April 1965:**

10:00	Deputy Director/Intelligence (DD/I)
11:00	Office of National Estimates (ONE)
12:00	Office of Current Intelligence (CCI)
1:00	Lunch
2:00	Office of Research and Reports (ORR)
3:00	Office of Current Reference (OCR)
4:00	Office of Basic Intelligence (OBI)

Wednesday, 21 April 1965:

2:00	Executive Director
3:00	Budget, Program Analysis and Manpower (BPAM)
4:00	Assistant to the Director for Public Affairs

Friday, 23 April 1965:

10:00	Deputy Director for Science and Technology (DD/S&T)
11:00	Office of Scientific Intelligence (OSI)
12:00	Office of ELINT (OEL)
1:00	Lunch
2:00	Office of Research and Development (ORD)
3:00	Office of Computer Services (OCS)
4:00	Foreign Missile and Space Analysis Center (FMSAC)

Saturday, 24 April 1965:

9:00	Deputy Director for Support
10:00	Office of Personnel (OP)
11:00	Office of Security (OS)
12:00	Office of Medical Services (OMS)
1:00	Lunch
2:00	Office of Communications (OC)

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10:00	Deputy Director for Plans (DD/P)
11:00	Foreign Intelligence Staff (FI)
12:00	Counter Intelligence Staff (CI)
1:00	Lunch
2:00-5:00	Director/National Intelligence Programs Evaluation (D/NIPE) and NRO

Tuesday, 27 April 1965:

10:00	Western Hemisphere Division (WH)
11:00	Africa Division (AF)
12:00	Near East Division
1:00	Lunch
2:00	Western Europe Division (WE)
3:00	Eastern Europe Division (EE)
4:00	Soviet Russia Division (SR)

Wednesday, 28 April 1965:

2:00	Office of Training (OTR)
3:00	Office of Logistics (OL)
4:00	Office of Finance (O/F)

Thursday, 29 April 1965:

10:00	National Photographic Interpretation Center
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Friday, 30 April 1965:

10:00	Inspector General (IG)
11:00	General Counsel (GC)
12:00	Domestic Contact Service (DCS)
1:00	Lunch
2:00	Covert Action Staff (CA)
3:00	Operational Services (OPSER)
4:00	Far East Division (FE)

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Saturday, 1 May 1965:

9:00	Foreign Broadcast Information Service (FBIS)
10:00	Research Staff/DDI (DDI/RS)
11:00	Collection Guidance Staff (CGS)
2:00	Special Operations Division/DDP (SOD)
3:00	Technical Services Division (TSD)
4:00	

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